

**Town of Grafton
Board of Selectmen
Tuesday, October 20, 2020**

Members Present: Steve Darrow, Chairman, Jennie Joyce, Cindy Kudlik, Sue Smith (recorder)

Others Present: John Babiarz, Rick Jackson, Bonnie Haubrich

The meeting was called to order at 9am.

Acceptance of Minutes:

Cindy motioned to accept the minutes of October 6, 2020. Jennie second. Motion passed.

Selectmen Announcements:

Steve commented that the Town Hall side entrance project is completed.

Steve announced that the town has been awarded a grant from the Hazard Mitigation Grant Program to complete the Wild Meadows Road Culvert Project. This project is part of Grafton's Hazard Mitigation Plan. The total cost of the project will be \$171,000.00 (\$128,500.00 grant and \$42,750.00 Town). After a brief discussion, Jennie motioned to accept the terms of the Hazard Mitigation Grant Program as presented in the amount of \$128,250.00 for the Grafton Wild Meadows Road Culvert Project. Furthermore, the Board acknowledges that the total cost of this project will be \$171,000.00, in which the town will be responsible for the 25% match (\$42,750.00). Cindy seconded the motion. Steve agreed. Motion passed. All three selectmen signed the grant with John Babiarz notarizing their signatures.

Steve spoke with BlakTop regarding the paving of the basketball court at the recreation field. After a brief discussion, it was decided to place a warrant article on the Town Warrant to give the voters the opportunity to vote for this project.

Cindy informed the Board that she and Sue met with a couple of representatives from Aflac to discuss potential medical and dental insurance coverage options for the employees. Cindy stated that she is waiting for more information from Aflac and to see if it would be cost effective for the town to make any changes with the current health insurance.

Ex-Officio Reports:

Steve stated that the Planning Board will be meeting Thursday, October 22, 2020 and the Library Trustees will be meeting on Thursday, October 29, 2020.

Cindy informed the Board that the Cemetery Regulations have been updated to include green burials.

Public Comment: None

Appointments:

Bonnie Haubrich, Town Clerk, met with the selectmen to discuss the following:

- Bonnie is in the process of working with EBGov2 in order to give residents the option to pay DMV, dog licenses and taxes online. There is no extra fees to the Town. The only fee for paying online would be to the customer.
- Switching from BMSI to Interware at the beginning of 2021. Interware is honoring BMSI's annual software fee.
- Wrote a grant for CARES Act and could get up to \$3,000 to replenish extra costs incurred from the elections. This does not include the extra time the Town Clerk worked.
- Bonnie would like the selectmen to consider charging the following for fees: Residency Letter \$3; Tax Statement Print Out \$1; and Copy of Tax Bill \$2. The selectmen stated they would think about these fees.

The selectmen and Bonnie reviewed the following budget requests:

- Town Clerk – requested budget for 2021: \$36,150 (\$17,650 Operating; \$18,500 Gross Basis). This is a decrease of \$4,250 from the 2020 budget. The decrease reflects in the Elections line item as there will only be one election in 2021. After a brief discussion, Cindy suggested to decrease the budget within the following line items: Licensed Software from \$3,100 to \$2,750 to reflect the actual cost of the software fee; Phone/Internet from \$1,500 to \$1,100 to reflect the actual cost per monthly statements. Both Steve and Jennie agreed. The selectmen will pass the amended budget of \$35,400 (\$16,900 Operating; \$18,500 Gross Basis) to the Budget Committee.
- Tax Collector – requested budget for 2021: \$18,500 (\$15,000 Operating; \$3,500 Gross Basis). This is a decrease of \$850 from the 2020 budget. The decrease reflects in the Lien Processing Fee as the tax collector does not think there will be as many liens in 2021. The only increase is shown in the Supplies line item from \$1,050 to \$1,200 due to costs of toner. After a brief review of the budget, the selectmen decided to pass the budget as is to the Budget Committee.

New Business:

2021 Budget Review – The selectmen reviewed and discussed the following budgets:

- Recycle Center – requested budget for 2021: \$97,900. This is an increase of \$6,575 from the 2020 budget. The following line items increased: Dumping Fees from \$42,000 to \$44,000 due to increases of fees at Hammonds and Lebanon Landfill; Hauling Fees/Fuel from \$2,200 to \$3,000; Repairs/Supplies/Misc from \$5,000 to \$6,000; Uniforms from \$375 to \$450; Utilities/Electric from \$3,300 to \$4,000; Wages from \$38,000 to \$40,000 to reflect raises. After a brief discussion, the selectmen decided to pass the budget as is to the Budget Committee.
- Supervisors of the Checklist – requested budget for 2021: \$1,020. This is a decrease of \$4,577 from the 2020 budget. The decrease is due to only having one election in 2020. The Supervisors of the Checklist increased the hourly wage from \$7.25 to \$12 as there has not been any wage increases for many years. After a brief discussion, the selectmen decided to pass the budget as is to the Budget Committee.
- Ambulance Department – the requested budget for 2021: \$41,536 (\$26,000 Operating; \$15,630 Revolving Account). This is a decrease of \$5,820 from the 2020 budget. The decrease is reflected in the revolving account portion of the budget. After a brief discussion, Cindy

suggested to decrease the budget within the following line items: Postage/Box Rental from \$100 to \$56 as the ambulance department has only paid the annual rental fee the last several years; Oxygen from \$400 to \$350. Both Jennie and Steve agreed. The selectmen will pass the amended budget of \$41,536 to the Budget Committee.

Other Business/Correspondence:

Building Notification – Maher (Map 16 Lot 157-1) approved and signed.

The selectmen reviewed and discussed the following correspondence:

- Letter from DRA re: the 2020 Equalization process. The selectmen signed the municipal assessment data certificate to complete the process.
- Letter from Avitar Associates re: the preliminary DRA Sales to Assessment Ratio
- Privy Permits for McCadden – Map 15C Lot 1092 and Map 15C Lot 1093
- Letter from Mascoma Valley Regional School District re: the 2021 School Deliberative Session. The session will be held on Saturday, February 6, 2021, 9am at the Mascoma Valley Regional School District Auditorium
- Letter from Mitchell Municipal re: excess proceeds from the sale of tax deeded property.
- Letter from Northeast Resource Recovery Association re: 2020 Annual Meeting on Wednesday, November 4, 2020.
- Letter from Grafton Regional Development Corporation re: annual meeting on Friday, November 13, 2020

Public Comment: None

Final Comments from the Selectmen:

Steve commented that he attended the Volunteer Fire Department meeting on October 12, 2020 and the Fire Chief brought up the issue of responders driving in excess speeds. Steve will be attending the next meeting as there will be a follow-up discussion about said drivers.

Steve did follow-up with the lawyer about Hardy Hill Road. The only way the paving can be paid for is from the current budget if there is any monies left to spend.

Cindy motioned to adjourn. Jennie second. Motion passed. Meeting adjourned at 11:05am.

Respectfully submitted,

Sue Smith, Administrative Assistant